

TITLE 9. HEALTH SERVICES
CHAPTER 18. DEPARTMENT OF HEALTH SERVICES
LOCAL HEALTH DEPARTMENT SERVICES

ARTICLE 1. PER CAPITA MATCHING FUNDS

Section

- R9-18-101. Definitions
- R9-18-102. Grant application
- R9-18-103. Review and approval of application
- R9-18-104. Minimum standard of personnel; waiver
- R9-18-105. Required records and accounts
- R9-18-106. Visitation, inspection and audit
- R9-18-107. Notice to department

ARTICLE 1. PER CAPITA MATCHING FUNDS**R9-18-101. Definitions**

The following definitions shall apply in this Article unless the context otherwise requires:

1. "Department" means the Arizona Department of Health Services.
2. "Local health department", also referred to herein as "applicant", means any established county or municipal health department in the state of Arizona.
3. "Local health department services" means programs which are funded by the Per Capita Matching Grant and which promote and protect the health of the residents in a designated service area providing services relating to communicable disease control, maternal and child health, health education, and environmental health.
4. "Objectives" means the specific results to be achieved by the local health department over a period corresponding to the state fiscal year which contain specific criteria to measure the planned and expected results.
5. "Office" means the Office of Local Health Services within the Arizona Department of Health Services.
6. "Per capita matching grant" means an allocation to a local health department, based on service population and minimum standards of personnel and performance, for local health department services which are to be matched by each local health department as provided in A.R.S. § 36-189.
7. "State fiscal year" means the period from July 1 of one year through June 30 of the following year.

Historical Note

Adopted effective April 22, 1988 (Supp. 88-2).

R9-18-102. Grant application

- A.** No local health department may receive a Per Capita Matching Grant from the Department for the provision of local health department services without the submission and approval of a written application which includes a plan and budget.
- B.** To receive such grant, an application shall be filed with the Office on forms prescribed by and available at no charge from the Office which shall include the following categories of information for each applicant:
 1. Names, titles, addresses and office telephone numbers for current director or head of the local health department, its supervising body and any chief fiscal officer.
 2. A current organization chart which identifies each department unit and its relationship to the whole organization, and the name and title of the person in charge of each unit.
 3. A list of personnel to be directly involved in the provision of local health department services by job classification and grade.

4. A signed letter of assurance certifying that, if a grant is awarded, the applicant agrees to:
 - a. Provide designated local health department services without regard to race, religion, sex, age, or handicap;
 - b. Utilize a federally approved merit system according to Standards contained in 5 CFR Part 900, Subpart F, as amended as of January 1, 1987, incorporated by reference herein and on file in the Office of the Secretary of State.
 - c. Comply with confidentiality of records requirements found at A.A.C. R9-1-311 through R9-1-315.
 - d. Comply with report and recordkeeping requirements found at A.A.C. R9-18-105;
 - e. Comply with matching ratio provisions of A.R.S. § 36-189;
 - f. Comply with visitation, inspection and audit requirements found at A.A.C. R9-18-106;
 - g. Promote and coordinate the use of local health department services; and
 - h. Give recognition to the Department for its support when publishing material or releasing service-related information.
5. A narrative plan for a period corresponding to the state fiscal year which specifically identifies the purpose of each local health department service to be provided using:
 - a. A needs assessment;
 - b. Service objectives;
 - c. Designated geographic area to be served;
 - d. Ability and experience of the applicant to perform such services;
 - e. Projected number of clients to be served and basis for the projection of each service as well as the number of clients previously served within the last state fiscal year;
 - f. Evaluation methodology; and
 - g. The specific legal authority of the applicant to provide the service for which funds are being requested.
6. The budget for the period corresponding to the state fiscal year, categorized by program if such data is available, as approved by the applicant's supervising body which clearly identifies:
 - a. Treating separately the proportionate shares of the Department and the applicant and providing a total cost for each of the following:
 - i. Personal services and employee-related expenditures;
 - ii. Professional and outside services;
 - iii. Travel expenses;
 - iv. Occupancy expenses;
 - v. Other operating expenses; and
 - vi. Capital outlay.
 - b. With regard to the source of participating funds for the applicant's share, identify:
 - i. The amount of the applicant's own funds;
 - ii. Amount of grants for non-department funds;
 - iii. Amount of participation by other agencies and organizations; and
 - iv. Amount of any other sources.

7. A comparison of actual expenditures made by the local health department during the period corresponding to the previous state fiscal year for local health department services with the amount budgeted for such services.
- C. To be considered for approval, a complete application shall be filed with the Office by no later than January 1 of the current fiscal year. Failure to file a complete application by that date shall result in its denial. Such denial is final.
- D. Applications shall furnish any other information as may be requested by the Office to clarify incomplete or ambiguous information contained in the application or any documents filed with the application.

Historical Note

Adopted effective April 22, 1988 (Supp. 88-2).

R9-18-103. Review and approval of application

- A. Within 15 calendar days of the filing, the Office shall review and either approve or deny the application in writing, using the criteria established in R9-18-102 and A.R.S. § 36-189(A).
- B. For purposes of clarification, an applicant may be required to make an oral presentation regarding its submission to the Office.
- C. If the application is approved, the Office shall notify the local health department and authorize payment of the Per Capita Matching Grant within 30 days.
- D. If the application is incomplete or denied for reasons other than timeliness, the notice shall clearly identify the deficiencies and give the local health department an opportunity to meet with the Office to take any and all corrective action. However, if both the meeting and corrective action do not occur within 45 calendar days after issuance of the denial notice, the denial is final and the local health department shall not be eligible to file another application until the following state fiscal year.

Historical Note

Adopted effective April 22, 1988 (Supp. 88-2).

R9-18-104. Minimum standard of personnel; waiver

- A. Any registered nurse to be directly involved in community health services provided by a local health department shall have a baccalaureate degree in the science of nursing from an institution accredited by the National League of Nursing. An applicant may apply to the Office for a waiver of this requirement. Such a waiver may be granted if the applicant establishes that:
 1. The registered nurse is licensed in Arizona;
 2. The application of the requirement would impose an undue burden upon the applicant or the services to be provided; and
 3. Granting a waiver shall not adversely affect the public health, safety or welfare.
- B. Any nurse to be directly involved in clinic services provided by a local health department shall meet the definitions found in A.R.S. § 32-1601(6) or (7).
- C. Any registered nurse or sanitarian providing local health department services within the state of Arizona on the date this

Article is filed with the Secretary of State shall be permitted to continue to do so.

- D. Any sanitarian to be directly involved in the provision of local health department services shall be currently registered in the state of Arizona.

Historical Note

Adopted effective April 22, 1988 (Supp. 88-2).

R9-18-105. Required records and accounts

- A. The local health department shall maintain for review, inspection and audit the following records, reports and accounts relating to the provision of local health department services:
 1. Financial records;
 2. Personnel records;
 3. Service and client records; and
 4. Records relating to funding sources.
- B. Records shall be maintained or stored for three years unless audited prior to that date. If audited, the records shall be retained until any dispute is resolved. All records, data or other documents shall be made available to the Department upon request during normal business hours.
- C. Each applicant shall make a reasonable effort to protect required records from fire, flood and other hazards and safeguard the records from unnecessary deterioration. If any required record, book or other data is destroyed or lost before the prescribed retention period has elapsed, an affidavit shall be prepared and filed with the Department by the applicant listing as accurately as possible the records involved and describing the circumstances under which they were destroyed or lost.
- D. Each local health department shall establish and maintain a uniform system and classification of accounts. Generally acceptable accounting principles and procedures shall be used in measuring, recording and reporting the financial affairs and activities of the applicant.

Historical Note

Adopted effective April 22, 1988 (Supp. 88-2).

R9-18-106. Visitation, inspection and audit

- A. The Department may at any time inquire into the operations of the applicant with respect to the services provided and may conduct or cause to be conducted an on-site inspection in all matters affecting such services during normal business hours.
- B. The funds disbursed pursuant to these rules shall be subject to audit. A refund shall be requested by the Department for any funds expended for purposes not set forth in the approved application.

Historical Note

Adopted effective April 22, 1988 (Supp. 88-2).

R9-18-107. Notice to department

The applicant shall provide written notice to the Office within 15 calendar days of any change of licensed personnel involved in the local health department services and of any material change in any circumstance upon which funds were granted.

Historical Note

Adopted effective April 22, 1988 (Supp. 88-2).